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'DEC 11 1953'

TO: Acting Deputy Director (Administration)
THRU: Chief, Classification and Wage Division
SUBJECT: Reorganization of the Administrative Staff, Logistics Office

1. PROBLEM:

To reorganize the Administrative Staff, Logistics Office, on a functional basis in order to provide clear lines of responsibility together with an adequate staffing pattern.

2. FACTS BEARING ON THE PROBLEM:

- a. The activities of the Administrative Staff have not been organized on a functional basis.
- b. Since the reorganization of the Logistics Office, 6 February 1953, the Agency Career Service Program has been developed and implemented in the logistics field.
- c. Insufficient clerical support for the past several months has been reflected in the necessity for obtaining clerical help from other components of the Office on a loan basis.

3. DISCUSSION:

- a. An organization should be built around the main functions and the functions broken down so as to promote proper balance while avoiding duplication or overlapping, neglect of essential functions or the over-emphasis of minor functions. In this manner executive responsibility and authority are also more easily defined.

- b. An organization should also be flexible and capable of adjustment to changing external and internal conditions. The possibility for expansion or contraction should not be overlooked.

The Administrative Staff is more easily divisible functionally into the following three components (Statements of Functions attached as Annex II):

- (1) Management and Fiscal Branch with the responsibility for assisting officials of the Logistics Office in the formulation and execution of administrative programs and policies including fiscal, regulatory, records management, and services.

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- (2) Personnel and Training Branch with responsibility for the development and administration of personnel and training programs and policies.
 - (3) Security Branch with responsibility for contract and internal office security.
- d. The implementation of the Logistics Career Service Board has created a need for additional personnel staff and line assistance and for additional personnel records. Because of the workload incurred in servicing the Logistics Office in other personnel and training activities, it is considered advantageous to add a Career Management Officer to the T/O of the Administrative Staff in order that more effective career planning may be instituted for logistics type personnel and one personnel clerk to aid in servicing Career Service Board material.
 - e. Attached as Annex IV are statements of duties of the positions in the Administrative Staff.
4. CONCLUSIONS:
- a. The Administrative Staff should be organized as charted in Annex I.
 - b. Subject to action by Classification and Wage Division with respect to grades proposed, the T/O of the Administrative Staff should be set up as contained in Annex III.
5. RECOMMENDATIONS:
- It is recommended that:
- a. The organizational pattern reflected by Annex I and the Statements of Functions, Annex II, be approved.
 - b. The proposed T/O, Annex III, be approved subject to action by Classification and Wage Division with respect to the grades requested.
 - c. The increase of two positions provided by the proposed T/O be made by transfer of slots from other elements of the Logistics Office and without increase in the present total T/O for Logistics Office.

Annexes:

- I - Organization Chart
- II - Statements of Functions
- III - Proposed Grade Structure

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Acting Management Officer

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Concurrences:

Chief of Logistics

Date

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